

## **Part 3 Chapter 12: Board of Education Operations**

### *Rule 12.6 Officer's Duties*

1. Officers of the SBE shall consist of a Chairman and a Vice-Chairman and such additional officers as the SBE may designate.
2. Election to the positions of Chairman and Vice-Chairman shall be by nomination and vote unless secret ballot is requested. If more than two individuals are nominated to either such office, a majority of those voting shall be required for election, and the SBE shall, at such time designate the voting procedure to be followed, in order to secure such majority, in the event that it shall not be attained upon the first ballot.
3. The Chairman and Vice Chairman shall be elected annually at the July meeting or at the first meeting after any vacancy shall occur in such position and shall serve for one year or until his/her successor shall be elected and qualified.
4. The Chairman, except where the SBE shall otherwise provide, shall appoint all committees required for the transaction of business of the SBE, and shall preside at all meetings at which he/she is present. As a member of the SBE, he/she shall be entitled to cast a vote on all matters, but if he/she casts such vote during the calling of the voting roll, he/she shall have no further vote for the purpose of resolving a tie vote, but otherwise may do so. The Chairman shall have such further duties as may be given him/her from time to time by the SBE.
5. The Vice-Chairman shall assist the Chairman in the duties of the Chairman's office, as the Chairman may direct, and shall preside at meetings and appoint members of committees, as provided in the duties of the Chairman during the Chairman's absence or incapacity. In the event of the Chairman's death, resignation, incapacity or disqualification, the Vice-Chairman shall act in place of the Chairman in all respects until the vacancy shall be filled or the incapacity removed.

Source: *Miss. Code Ann. § 37-1-3 (Rule Revised 05/2023)*